# *West Burlington Arnold Junior/Senior High School*

# *2026-2027*

# FALCONS SOAR

## SUPPORT EACH OTHER.
## OWN YOUR BEHAVIOR.
## ACHIEVE YOUR BEST.
## RESPECT ALL.

On West Burlington, On West Burlington, Best team on the field

We will win, Oh yes we will, Like we have done before Ra, Yea, Team

On West Burlington, On West Burlington, Charge right through that line

Fight fellows, fight, fight, fight, To win this time**, W.B.A.H.S. - WBAHS Fight, Falcons, Fight**

## WELCOME

All students, both new and returning, are welcomed to West Burlington Arnold Senior High School. This handbook is provided to help you know what is expected of students. As a student here, you have both rights and responsibilities.

## VISION/MISSION STATEMENT

Our vision is that every learner is prepared with the skills and character needed to lead a great life of purpose.
Our mission is PREPARING OUR STUDENTS TODAY FOR THEIR TOMORROW

## BOARD APPROVAL

The content of this administrative policy book has been reviewed and approved as official policies of West Burlington Arnold Junior/Senior High School by the Board of Education of the Independent School District of West Burlington on **July 20, 2026.** We support the enforcement of the rules and procedures within this policy book; furthermore, the Board will hold the staff accountable for following and enforcing procedures.

## EQUAL EDUCATIONAL OPPORTUNITY

The Independent School District of West Burlington offers career and technical programs in the following service areas: Applied Science, Technology, Engineering, and Manufacturing, Business, Finance, Marketing, and Management, Health Science, Human Services. It is the policy of the Independent School District of West Burlington not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator Dr. Jason Wester, Superintendent, 314 W. Van Weiss Blvd. West Burlington, IA 52655, 319-752-8747, #3 jason.wester@wbschools.us.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, https://icrc.iowa.gov, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

## JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to do so may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based

upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Principal at 319-752-8747, #1 for information about the current enforcement of the policies, rules or regulations of the school district.

**DEFINITIONS**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's **designee** unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds. The term "extracurricular" refers to all activities outside the regular school day.

**Board Members**

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**Administrative Staff**

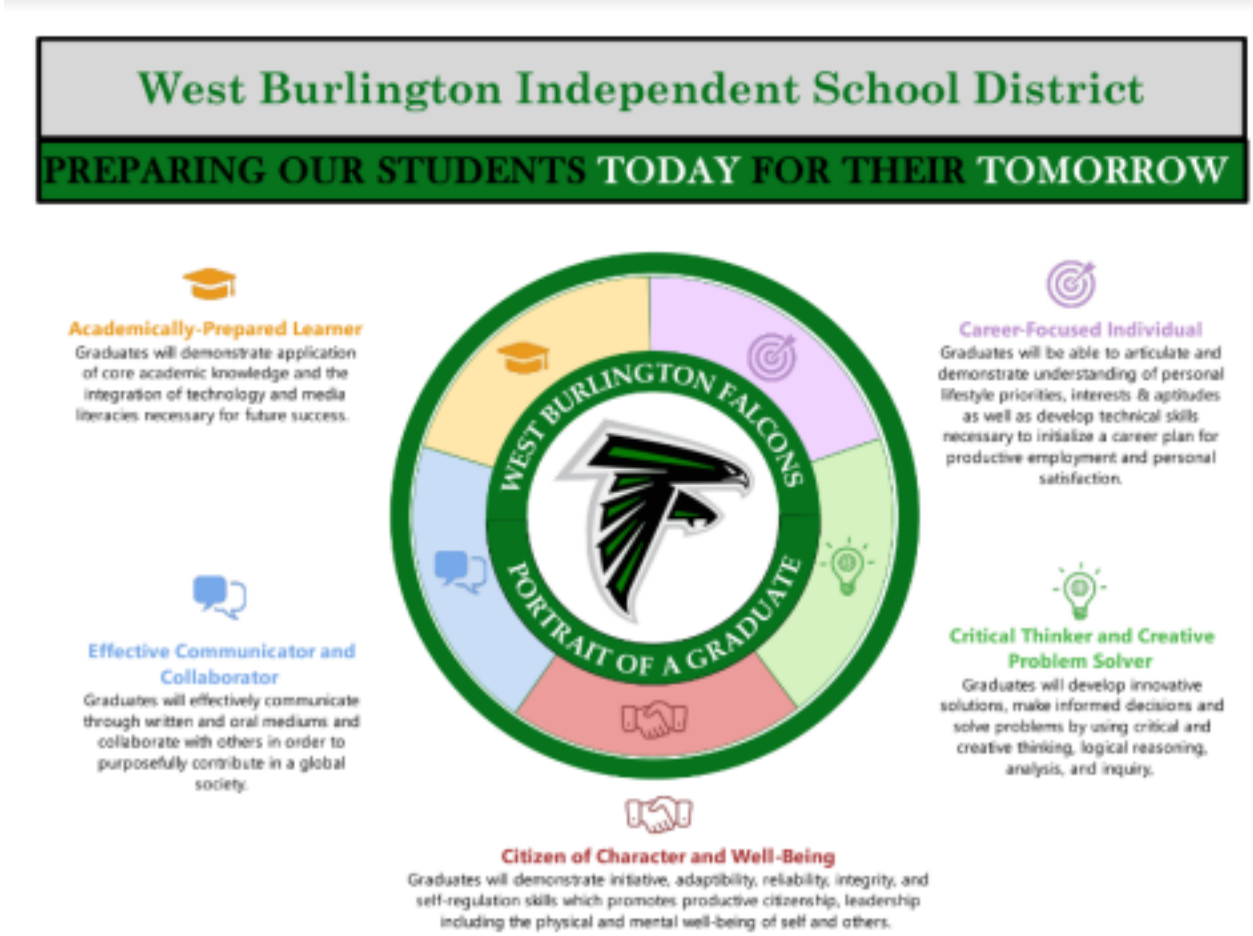
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Samantha Newkirk, Attendance Secretary
Samantha.Newkirk@wbschools.us






## STUDENT ATTENDANCE

**ARRIVAL/SCHOOL DAY**
The regular school hours for students are from 8:05 AM to 3:30 PM. Students should not be present more than 20 minutes before or 25 minutes after the regular school day due to supervision concerns. If school is dismissed early, students are expected to leave the school grounds within 25 minutes of dismissal. On days of a late start students are not to be at school more than 20 minutes before the start of the school day. Bell schedules are available on the district website.

**ATTENDANCE**
The Independent School District of West Burlington believes that being present and on time is a basic premise to success and the demonstration of responsible citizenship in the school environment. Upon return from an absence, the student is responsible for connecting with their teachers within 2 days to form a plan for making up any missed learning and/or assessments. It is strongly encouraged that appointments (medical, dental, etc.,) be scheduled outside of the school day whenever possible. Scheduled appointments may require verification.

If attendance concerns arise, the school will communicate with students and parents and develop a plan to support improved attendance. If a student's absences (excused or unexcused) reaches 12, the parent will be asked to provide a doctor's excuse to verify the reason for any subsequent absences related to illness or another type of documentation for absences not related to illness. If the student has an excessive number of unexcused absences the administration in collaboration with the Des Moines County Attorney's office will develop a plan for improvement. Open enrolled students who do not meet the

conditions of the absence prevention plan will be recommended to the board for rescindment of their open enrollment status.

If a student is absent (defined as missing more than 5 minutes of class) or misses any part of the school day, the student's parent/guardian needs to contact the attendance secretary.

- If a student is absent from school, it is necessary that the parent/guardian call the school office at 319-752-8747, #1 or send a note with their child to the office before 8:30am the following school day.
- If a parent/guardian does not call or send written notification before 8:30am the following school day, the absence may become unexcused.
- Parent/guardians will receive notification when their child is marked absent

For planned absences, students should complete a pre-arranged absence form which should be filled out by the student, signed by the parent then administration, be completed by teachers and then turned back into the attendance secretary in the office prior to the absence.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office, or notify the office when they pick them up. Leaving school during the day without office notification may be treated as a truant absence.

Students participating in after-school non-graded activities (including practices) or appearing as a spectator must be in class the final half of the day (period 5 through the final assigned period of the day, including 9th Period) on the day of the event in order to participate or attend the event. Only in extraordinary pre-approved circumstances may the administration waive this rule.

The school determines whether an absence is excused, unexcused or truant.

- An excused absence is defined as those absences which, in the opinion of the administration, are necessary and unavoidable.
- An unexcused absence is defined as those absences which, in the opinion of the administration, are unnecessary and avoidable.
- Truancy is the act of being absent without a reasonable excuse. In addition, students who fail to attend school for the minimum number of days established in the school calendar by the board will be considered truant.

Students who accumulate excessive absences will be subject to disciplinary action up to and including loss of credit and assignment to credit recovery. Further guidance regarding attendance can be found in the 500 series of Board Policy.

Inappropriate location:

Students who do not report to the assigned area (class, lunch, etc.) per their daily schedule are in an unassigned area of the school and could be considered truant. This affects the student's attendance record, impacts their academic achievement, and disrupts the learning environment for others. School staff will respond with the goal of increasing students' timely and consistent attendance and maintaining a predictable school environment.

Tardiness:

Tardiness is defined as arrival to class after the beginning of class without a staff signature for admission to class. Upon the 3rd and 4th tardy to one class per semester, students will be subject to disciplinary consequences including but not limited to lunch detention, detention, parent contact, attendance intervention, and loss of privileges. Five (5) or more tardies to one class in an academic term will be considered chronic tardiness. Chronic tardiness will lead to parent contact, in-school recovery, or other appropriate disciplinary consequences such as an extra-curricular ineligibility period ranging 15, 30, 45 days.

College Visits

Students are encouraged to visit college campuses on weekends or school holidays. However, if visits cannot be scheduled at those times, college visits can be pre-arranged during school days. These visits are limited to juniors (2 days) and seniors (3 days) and must be approved using the pre-arranged absence process.

**WBISD CHRONIC ABSENTEEISM**

Policies and procedures that will be followed throughout the school year if a child reaches various number of absences: 5 Total Absences: Letter of Concern

At 6 Total Absences: The school will analyze each absence to determine whether it was excused or unexcused. If the number of **unexcused** absences reaches six or more at any time during the school year, the student will be referred to the Des Moines

County Attorney as truant.

When the number of “sick” days is considered to be excessive (12 Total): The following may be required in order for an absence to be excused:

1. You must provide a doctor’s note verifying your child’s absence for any day(s) missed **OR**
2. You must bring your child to school and have the school nurse excuse your child’s absence for that day.

If absences are for other reasons than illness, you must coordinate the absences with the principal or counselor. (Excused absences for family vacations will be granted on a very limited basis when students get to this level.)

Absences that do not meet the definition of legitimate absences will be considered unexcused. The consequences for unexcused absences will include any or all of the following:

- Letter of Concern
- See Truancy Policy (Regulation 501.09-R(1) Chronic Absenteeism and Truancy)
- Referral to Des Moines County Attorney.

**SCHOOL CALENDAR**
West Burlington Independent School District’s school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons. The district calendar for the 2026-2027 school year can be found here.

**STUDENT REGISTRATION AND ENROLLMENT**
Students and parents going through the enrollment and registration process with West Burlington Independent School District for the first time must contact the district office at (319)-752-8747 Option 3 or in person at the district office at 314 West Van Weiss Blvd.

## ACADEMICS

West Burlington Independent School District committed to continuous improvement. Our teachers and administrators have studied research around standards-based learning and the purpose of student grades. Over the course of our studies, we have identified three main learning principles:

- Grades communicate students’ current level of learning based on the state approved standards. - Homework and independent practice need to be meaningful, purposeful, and aligned to grade level/course standards. Since it is considered practice, it will not affect the student’s summative grade.
- Students should have multiple opportunities to demonstrate their learning of the standard being assessed. Learning occurs at different rates and in different ways for individual students. Students will be given multiple opportunities to practice key skills before they are assessed and graded. Students will also be given multiple opportunities to demonstrate their understanding of grade-level/course standards through instruction, formative assessment, summative

assessment, and reassessment.

Student grades and performance levels will be determined 100% by summative assessments, projects demonstrating proficiency on standards, quizzes, and performance-based tasks demonstrating proficiency on standards. Practice is not used to determine student grades or performance levels. ***Standards Based Learning: The standards-based learning handbook for students and parents can be found on the district website***



| Performance Scale Score | |
|---|---|
| Highly Proficient - Student is proficient in the learning goals and is able to demonstrate a more complex level of application or demonstrates advanced understanding. | HP |
| Proficient - Student is independently proficient in the learning goal. | P |
| Approaching - Student has a partial understanding of the standard and is making progress towards proficiency, but is not there yet. | AP |
| Limited Proficiency - Student has made little or no progress towards meeting the standard. | LP |
| No evidence/No attempt - Student has not completed an assessment of the standard. | NE |

| WB HIGH SCHOOL (9-12) LOGIC RULE | |
|---|---|
| Report Card Scores | Resulting Grade |
| Mix of HP and P, more HP, no AP, LP, NE | A |
| Mix of HP and P, more P, no more than 1 AP, no LP, NE | B |
| Mix of AP and above, no LP or NE | C |
| No more than 1 LP, no NE | D |
| No more than 30% of assessed standards are Limited Proficiency or No Evidence | I - Incomplete |
| More than 30% of assessed standards are Limited Proficiency or there is at least 1 No Evidence | F |

***Calculating student performance in high school (Grades 9-12)***

West Burlington Senior High School's grading scale is as follows:
A (4.0) B (3.0) C (2.0) D (1.0) F (0)

***Calculating student performance in Jr. High (Grades 7-8)***

| Performance Scale Score | |
|---|---|
| Highly Proficient - Student is proficient in the learning goals and is able to demonstrate a more complex level of application or demonstrates advanced understanding. | HP |
| Proficient - Student is independently proficient in the learning goal. | P |
| Approaching - Student has a partial understanding of the standard and is making progress towards proficiency but is not there yet. | AP |
| Limited Proficiency - Student has made little or no progress towards meeting the standard. | LP |

| | |
|---|---|
| No evidence/No attempt - Student has not completed an assessment of the standard. | NE |

A student's grade classification will depend upon the following criteria:

- Junior High: Promotion from grade-to-grade in Junior High is based upon core course completion. Students are required to pass all core classes (Literature, English, Math, Science and Socials Studies) for the academic year. For any student receiving two or more Limited Proficiency scores, or any No Evidence scores for both semesters in one or more of the core classes, school administration and teachers, in conjunction with the parent, will determine, in the best interest of the student, whether the student will be awarded promotion to the next grade level.
- Freshman (9th): promotion from eighth grade
- Sophomore (10th): enrolled for at least two semesters and successful completion of at least 13 credits
- Junior (11th): enrolled for at least four semesters and successful completion of at least 27 credits
- Senior (12th): enrolled for at least six semesters and successful completion of at least 41 credits

This classification will be used to determine a student's participation in class meetings and class sponsored activities. Student classifications will be updated at the end of each term.

**ACADEMIC INTEGRITY**

All Students are expected to do their own course work independent of unapproved sources. Academic Dishonesty (cheating) is prohibited, and includes but is not limited to:

- Looking at or copying another student's work
- Plagiarism or copying from sources without citation
- Forgery, altering, or possession of school forms or teacher material
- Violation of copyright laws
- Allowing another student to look at or copy your work
- Use of any electronic device during testing or assignments
- Knowingly having a third party, including artificial intelligence technologies, write or produce any work (paid or unpaid) that a student submits as their own work for assessment is deliberate cheating and is academic dishonesty [For more information regarding AI in the education environment see board policy 605.08-R(1)]

Consequences for any form of academic dishonesty may include but are not limited to warning, loss of credit on assignment, quiz, or test, or suspension.

**ACADEMIC/MULTI-TIERED SYSTEM OF SUPPORTS**

West Burlington Arnold Jr/Sr High School believes that all students can be successful in school. To help ensure the success of the students, WBAHS has implemented an intervention/reassessment time within the school day structure. Students wanting or needing extra assistance may be scheduled into this 9th Period time per the classroom teacher. This 9th Period time is an opportunity for the students to receive extra support from the classroom teacher. 9th Period is part of the regular school day and students are not free to leave if assigned. Students needing extra assistance, tutoring, assessment times, or homeroom activities will be scheduled into this 9th Period time per the classroom teachers. Student attendance in 9th Period will be taken and recorded. It is the student's responsibility to utilize this time period and take ownership of their learning.

**ADDING/DROPPING COURSES (HIGH SCHOOL STUDENTS ONLY)**
Students who wish to add or drop a class must do so within **(3) school days** after the start of the term. Any attempt to drop a class after the **3 day period** each term will require a parent/student conference with the Administration. If a drop is agreed upon, the drop will be recorded on the report card/transcript as, WP (withdraw/passing), WF (withdraw/failing), WA (withdrawn/administrative) or F for that course. Any student that is removed from a class due to an administrative decision as part of a dropout prevention measure will be coded as WA. This decision will not impact eligibility. All other removals WP, WF, or F will result in students ineligible for 30 days at the start of the next term and will affect the student's GPA and honor roll status for the term.

**ASSEMBLIES/ATHLETIC CONTESTS/SPECIAL EVENTS**
Throughout the year the school district may sponsor activities. Attendance at these activities is a privilege. Students will be expected to sit where assigned and show courtesy and proper attention to all speakers and/or participants. Students who do not follow these guidelines will be asked to leave the event and be referred to the principal. Students who have violated the Good Conduct Policy, regardless of if they are an athlete or not, are ineligible to participate in events outside the regular school day. It shall be the duty of the administration to exclude the student from participating or attending any extracurricular activities until the suspension has been served.

**CLASS LOAD (HIGH SCHOOL STUDENTS ONLY)**
Students in grades 9-12 must be registered in credit earning classes each period. Seniors may take fewer credits per term if classes at SCC require travel time and do not meet every day. Seniors participating in Concurrent Enrollment through SCC are required to take at least 3 high school courses per term to be athletically eligible. The max number of college credits per term is 12 per student, or no student shall be enrolled in 24 or more credit hours of college courses delivered through Senior Year Plus programs per academic year.

**DANCES**
High School - The principal must approve all school-sponsored dances at least two weeks prior to the dance. High school students may bring only 1 guest per dance when guests are permitted. All guests must be currently enrolled in an accredited high school. A guest permission form must be turned into the office prior to the dance they wish to attend. Students and guests who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as guests at school dances. Students and guests violating school district policies, rules or regulations will be asked to leave the dance and school grounds. Only high school students may attend high school dances. The school district reserves the right with reasonable suspicion to search students and apply breathalyzers and other drug tests. To attend the dance students must have taken care of all financial obligations to the district and all school obligations like detentions.

Junior High - The principal must approve all school-sponsored dances at least two weeks prior to the dance. Only junior high students may attend junior high dances. School district policies, rules and regulations apply to students at school dances. Students violating school district policies, rules or regulations will be asked to leave the dance and school grounds. The school district reserves the right with reasonable suspicion to search students and apply breathalyzers and other drug tests. To attend the dance students must have taken care of all financial obligations to the district and all school obligations like detentions.

**DISTRICT TRANSPORTATION**
Students who ride the bus and other school district vehicles to and from classes, extra-curricular activities, or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver and/or aide while riding in the district transportation. The driver or aide has the ability to discipline a student and may notify the principal of a student's inappropriate conduct. Inappropriate conduct consequences may range from a verbal warning to suspension.

**EARLY GRADUATION**
Students may graduate from West Burlington Arnold High School if they meet the following conditions:

1. Successful completion of all graduation requirements listed in the administrative guidelines for the Board Policy titled "Graduation Requirements".
2. The student must complete the application for early graduation and hold a conference with the principal and school counselor to discuss the pros and cons of early graduation by October 30 of semester 1. Students under the age of 18 will be required to have the parent attend the conference and sign the application.
3. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for the graduation ceremony.

**FEES**
The school district charges fees for certain items, such as textbook rental, parking permits, class dues, and class materials, which may include vocational materials, computer supplies, and student handbooks/planners. Students can qualify for free or

reduced rate textbooks based on the reduced rate school lunch program economic guidelines.

**FIELD TRIPS**

Field trips may be taken as an extension of classroom activities. If a field trip is required for a course, students are expected to attend, unless they are not meeting academic standards in other classes. Absences in other classes or activities due to such field trips are considered excused absences. While on field trips students are considered representatives of the district and as a result will be expected to follow all district behavior guidelines. Prior to the field trip, students may be asked to return a permission form signed by the student's parents.

**GRADUATION**

To graduate from West Burlington Arnold High School, a student must earn a minimum of 54 credits and maintain a cumulative GPA of 1.0 or higher. Credit is earned for the successful completion of a course that meets for a semester. The Board of Education has established the following requirements to be included within the designated credit minimum of 54 credits: - 9 credits of Language Arts to include Speech

- 6 credits of Science to include Biology, Physical Science, and Earth/Space Science
- 6 credits of Mathematics
- 6 credits of Social Studies to include American History, World History, Sociology or Psychology, and Government
- 1 credit of Economics or Personal Finance
- 1 credit of Health
- 4 credits of Physical Education *
- 1 credit of Computer Applications
- 1 credit of Workplace Readiness or iJag
- 2 credits of Family Consumer Science or Industrial Technology
- 17 credits of Elective classes

*PE is required (This can be modified for early graduate candidates and those using the senior exemption or legally approved parent excusal process outline in board policy 603.06: Physical Education)
** Graduate Portfolio - only takes effect once all POG learning progressions have been implemented - Students take additional elective course until implementation

*All students will be required to take two terms per year of physical education classes unless excused by the administration for reasons consistent with those permitted by state law. PE exemptions and excusals are available under certain circumstances for students in grades 9-12. Exemptions and excusals require the written request from a parent or guardian of a student to the school principal within 3 days of the start of a term and will be considered on a case by case basis.

Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony will be allowed to participate in the commencement ceremonies. Any of the following will prevent a student from participating in the graduation ceremony:

1. A student who has been suspended for ten or more days during the student's senior year.
2. Failure to have all fines and dues owed to the West Burlington Independent School District paid.

If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his or her final grade report and diploma.

**GRADE REPORTS**

Progress reports are made available through the Infinite Campus portal to students and parents. Report cards are made available through Infinite Campus to students and parents at the end of each term. For parents and students without access to Infinite Campus, requests to have progress reports and grade cards be mailed home shall be made to the office.

Students who receive incomplete grades must have all work completed 10 school days after the end of the grading period or by arrangement with the teacher and the academic support program. Failure to complete make-up work in the allotted time may result in a failing grade.

**HOMEWORK/MAKE-UP ASSIGNMENTS**

Teachers may assign homework/practice work for extra class activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class

work. Students are expected to complete homework on time. Students are responsible for obtaining assignments after being absent from school for any reason.

**HONOR ROLL AND ACADEMIC HONORS**
West Burlington Arnold Junior/Senior High School students must receive a G.P.A. of 3.0 to achieve term academic honor roll. Students who receive a G.P.A of 3.5 or higher will achieve high honor roll distinction.

Beginning with the sophomore year, students who rank in the top 10% of their class are awarded an academic letter and/or bar at the Spring Fine Arts/Academic Awards Reception.

Any student who attends WBAHS for a minimum of the final six terms is eligible for Valedictorian and Salutatorian awards. Valedictorian goes to top ranked student(s) and the Salutatorian goes to the second ranked student(s). In case of a tie between students, only the Valedictorian award will be presented.

**HUMAN GROWTH AND DEVELOPMENT**
The school district provides students with instruction in human growth and development. Parents may review this curriculum prior to its use and have their child excused from this instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

**MEDIA CENTER**
The library media center is available for use to all students who respect the value of materials therein and who observe the right of other students and staff to a quiet and orderly place in which to study, do research, or read. Students will be expected to follow the posted media center rules. Students who fail to follow the rules may lose their media center privileges.

**OPEN CAMPUS LUNCH**
Open campus is the privilege of juniors and seniors and 7-10 students who live within walking distance of the school with parental consent to leave the high school campus for lunch. The school is not responsible for the student during the student's absence. All students who meet the following conditions are eligible for open campus lunch:

- Juniors and Seniors as defined by the minimum number of credits for junior/senior classification and are in good standing* may leave during their lunch period.
- Students in grades 7-10 who are in good standing* and live within walking distance of the school may walk home for lunch. In order for a student in grades 7-10 to walk home during their lunch period, the student must have a signed permission slip completed by their parent/guardian on file in the office. The student may only go to their home, must walk, cannot ride with anyone, and cannot have other students come to their home.
- Any student in good standing* may be signed out at the office by a parent/guardian to go out for lunch.

***Good standing means that a student:**

- Is not failing any classes
- Does not have excessive absences or tardies
- Does not have a Good Conduct policy violation
    - For the first violation of the Good Conduct policy, the student loses open campus lunch for one month. A second violation will result in loss of open campus lunch privileges for the remainder of the year.
- Has no more than 3 demerits for the year
    - A student that receives a 4$^{th}$ demerit will be ineligible for open campus lunch for one month. Any additional demerits will result in ineligibility for open campus lunch for the remainder of the year.
- Is an active participant in a school club or extracurricular activity

Any student returning to school late after lunch will lose open campus lunch privileges for 1 week. A second late return will result in four weeks of lost open campus lunch privileges, and a third late return will result in the loss of this privilege for the remainder of the year. Any student that has had open campus privileges revoked and commits an open campus lunch violation will have the open campus revocation doubled. A second open campus lunch violation while revoked will result in the loss of open campus lunch for the remainder of the year. Any open campus lunch violation will be seen as truancy and could be subject to suspension.

Any student in grades 7-10 observed driving at lunch, accepting a ride from another at lunch, going anywhere other than their own home, or exhibiting any inappropriate behaviors during their lunch period will lose their privileges for the remainder of the year.

Any junior or senior observed driving or behaving in an inappropriate manner, transporting underclassmen, or transporting other students in an unsafe manner (including in the back of a pick-up) during their lunch period will lose their open campus lunch

privilege for the remainder of the year.

**PHYSICAL EDUCATION**
All students are required by state regulations to have 120 minutes each week of physical activity. Students not meeting the 120-minute regulation are required to have a written physical activity agreement form on file with the school office. The written physical activity agreement stipulates how the student will achieve 120 minutes of physical activity each week.

Students will be expected to actively participate in physical education activities. Excused absences will be allowed to be made up by contacting the PE teacher. Overly aggressive behavior leading to unsafe playing will not be allowed. The school will not be responsible for valuables taken into the locker rooms. Students are to leave any valuables in the school office or with the P.E. instructor.

**POST-SECONDARY ACCELERATED CREDIT EXPERIENCE (HIGH SCHOOL ONLY)**
Students in grades eleven (11), twelve (12), and T.A.G. (9-12) may receive credit toward the graduation requirements for courses taught in post-secondary educational institutions and correspondence courses from a post-secondary institution if they have obtained the minimum level of proficiency in Math, Science, and Reading on the most recent state-wide Iowa Tests. If a student is not proficient in one or more content areas, the student may be deemed eligible if they have scored proficient in one of the locally determined assessment measures such as Aleks Math, IXL, Apex Learning, or another approved district assessment. Proficiency scores from only two sources may be combined together to determine eligibility for post secondary enrollment.

The school district will pay for tuition and other costs directly related to a course if approved by the Superintendent and successfully completed. If it is not successfully completed the student is responsible for the tuition. Seniors participating in post secondary enrollment options through SCC are required to take at least 3 high school courses per term to be athletically eligible. The max number of college credits per semester is 12 per student, or no student shall be enrolled in 24 or more credit hours of college courses delivered through Senior Year Plus programs per academic year.

**SCHOOL PICTURES**
Parents are notified as to when school pictures will be taken, usually in the fall, and what the costs will be. School pictures must be paid for before packets are made up. No one is required to purchase the pictures that are taken. School pictures are for use in the school yearbook. Students not showing proper attire or grooming will be asked to make corrections in appearance prior to being allowed to have pictures taken.

**SCHOOL-SPONSORED STUDENT ORGANIZATIONS**
School-sponsored student organizations are those which are recognized by the school district and board. Participation in such organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules, or regulations.

**SENIOR TRIP**
The West Burlington Arnold High School sponsors a senior trip at the end of the school year. To be eligible to attend this function, seniors must: be currently enrolled, have all course work completed, not be under any type of suspension, have all detention time completed, have fees paid and cannot have more than 3 demerits for the year. The deadline for eligibility is the senior's last day of school prior to the trip. Any senior not meeting these eligibility requirements would forfeit any trip fees paid prior to this time.

**STANDARDIZED TESTS**
Students are given standardized tests annually. These tests are used to determine academic progress and class placement for individual students, for groups of students and for the school district. Students are tested unless the principal excuses them.

**STUDENT ASSISTANCE TEAM**
The Independent School District of West Burlington, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team is responsible for this process. Representatives from the Area Education Agency may also assist the school in this process. Parents wanting access to this process should contact the Junior/Senior High School Office at 319-752-8747 #1.

**TELEPHONE USE DURING THE SCHOOL DAY**
Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. The school office phone is to be used for school business and student emergencies when approved by the

principal or an office secretary. Students will not be allowed to use classroom phones. Students wishing to make personal phone calls are to use the school phone outside the office only between classes and during their lunch time

## STUDENT RIGHTS AND RESPONSIBILITIES

### BEHAVIOR EXPECTATIONS

West Burlington Arnold Junior/Senior High School is a Positive Behavior Interventions and Supports (PBIS) school. PBIS is a proactive approach to schoolwide discipline. It focuses on creating and sustaining strategies for achieving important social and learning outcomes while preventing problem behaviors through a collaborative team approach by analyzing and responding to discipline-related behavioral patterns. As a part of this model, students are expected to **SOAR** during the regular school day, as well as during activities before and after school. Disciplinary consequences used for student infractions of district policies and rules may vary depending on severity of the non-SOARING behavior. Examples of SOARing behaviors include:

**S – Support Each Other**

Encourage /praise each other
Talk positive
Include others – ask them to join you
Help classmates when they have bad day
Be a friend
Be accepting of others
Pick up books for someone
Help a classmate struggling with learning material
Understand Differences

**A – Achieve at Your Best**

Be prepared
Participate
Ask for help
Set goals
Be confident
Do Your best
Never accept failure
Take your time
Do your own work

**O – Own Your Behavior**

Be honest/truthful
Be responsible
Think before acting
Keep hands to self
Wait in line
Make positive choices
Apologize
Make good choices
Safety first

**R – Respect All**

Include others
Listen
Speak with calm voice
Use choice words
Appropriate comments
Take pride (school, self, each other)
Accept differences and diversity
Believe in YOU

Students who meet or exceed behavioral expectations will be recognized and rewarded for their positive behavior through the use of a schoolwide recognition system.

Consequences for violations of the **SOAR** expectations fall into one of the following categories:

*TEACHER MANAGED INTERVENTIONS*

Staff members may apply teacher managed interventions and consequences to help students change their behavior in the classroom or common areas of the building. Interventions and consequences may include, but are not limited to warning, letter

of apology, loss of privileges, safety seat, change in seating, parent contact, teacher conference with student, detention, lunch detention, written reflection, parent-guardian involvement, or behavior contracts.

*OFFICE MANAGED INTERVENTIONS*
Administrators may apply office managed consequences for major violations or chronic minor violations of classroom and schoolwide expectations. Consequences may include, but are not limited to warning, detention, restitution, restoration, loss of privileges, parent contact, time in office, demerits, conference with administration, parent conference, in-school recovery, out-of school suspension or expulsion.

**Failure to serve assigned detentions in the time frame given may result in the consequence being doubled. Continued failure to serve may result in a school suspension.

*OFFICE REFERRAL*
An office discipline referral will be given to a student who is sent to the office for major or chronic minor violations of school behavior expectations. The student will conference with the Administration and the student's parents will be notified of the situation. A conference with the staff member issuing the office referral may or may not take place as determined by the administration.

Administration will determine additional consequences for office referrals which may include:

- Time in office
- Behavior contract
- Class removal
- Apology
- Mediation
- Change of schedule
- Restorative justice
- Demerit
- Parent conference
- Loss of privilege
- Detention
- Suspension (in-school or out-of-school)
- Expulsion.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS ALTERNATIVES
PBIS alternatives may include, but are not limited to school service, mini-courses, parent supervision, counseling, community service, check-in/check-out, check and connect, behavior monitoring, restitution, problem solving or behavior contract, loss of privileges, time out, referral to community mental health services, and written apologies.

DEMERIT
A demerit is a written warning for inappropriate behavior or violation of school expectations. A demerit may be issued by the administration for discipline offenses and/or violations of school expectations/policies. The student will receive a copy of the demerit and the parent will be notified.

JH DEMERIT ADMINISTRATION (Per term)

- Demerit #1- demerit mailed home to parent
- Demerit #2- demerit mailed home to parent
- Demerit #3- parent contacted by phone
- Demerit #4- student and parent meet with school administration
- Demerit #5- ½ day of in-school suspension, parent contacted
- Demerit #6- one day of in-school suspension, parent contacted
- Demerit #7- one day out-of-school suspension, student and parent meet with administration
- Demerit #8- three days out-of-school suspension, student and parent meet with administration
- Demerit #9- alternative educational setting arranged away from the mainstream. Parents and administration will plan a modified schedule of instruction. West Burlington staff members will be designated to provide work and instruction until the semester ends.

HS DEMERIT ADMINISTRATION (Per School Year)

- Demerit #1- demerit mailed home to parent
- Demerit #2- demerit mailed home to parent
- Demerit #3- will result in a team meeting with the parent, the student, and the Administration to discuss what changes need to take place in the student's behavior to avoid future demerits. The student will receive a one day in-school recovery.
- Demerit #4 The student will receive a one day in-school suspension.
- Demerit #5 The student will receive a one day in-school suspension.
- Demerit #6 will result in a team meeting with the parent, the student, the Administration and the demerit team to discuss the issues at hand and to make sure the student and parent are aware of the consequences of future misbehavior that results in demerits. The student will receive a one day out-of-school suspension.

- Demerit #7 The student will receive a one day out-of-school suspension.
- Demerit #8 The student will receive a one day out-of-school suspension.
- Demerit #9 will result in a meeting with the parent, the student, and the Administration. The student will receive a three day out-of-school suspension.
- Demerit #10 will result in a meeting with the parent, the student, and the Administration. The student will receive a five day out-of-school suspension.
- Demerit #11 will result in a meeting with the parent, the student, and the Administration. The student will receive a ten day out-of-school suspension.
- Demerit #12 will result in a meeting with the parent, the student, and the Administration. The student will be recommended for expulsion.

**BICYCLES/MOPEDS/SKATEBOARDS/ROLLER-SKATES OR BLADES**

The City of West Burlington requires that all bicycles be licensed. For your own protection, you should have your bicycle registered with the West Burlington Police Department. Bicycles, scooters, and mopeds are to be used only as transportation to and from school. Skateboards, roller-skates, rollerblades, and heelies (wheeled shoes) are prohibited on school property. The Principal will handle all safety violations. The students will be asked to correct the violation or privileges may be revoked. Taking another student's transportation equipment without permission will be considered stealing and the proper authorities will be notified. Bicycles, scooters, and mopeds are to be parked in the spaces provided.

**CAFETERIA EXPECTATIONS**

The school district operates breakfast and lunch programs. Breakfast is served from 7:45 AM to 8:05 AM. Lunch is served at designated times. Students may either bring their own lunches to school or purchase lunch and other items, including milk. Those students who participate in the Free and Reduced program cannot share their food with any other students. No food from any outside restaurant or non-nutritional beverages such as pop shall be brought into the school and consumed during regular school hours without administrative permission. No food can be consumed outside the cafeteria without administrative permission. The district's behavior expectations will be in force at all times in the cafeteria. Consequences may range from a verbal warning to loss of cafeteria privileges.

**CARE OF SCHOOL PROPERTY**

Students are expected to take care of school property, including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property will be required to reimburse the school district. Depending upon the severity of the vandalism, the student may be subject to the Good Conduct Rule as well as other behavioral consequences. Students may be reported to the police.

**CORRIDOR CONDUCT**

The conduct of the students in the corridors is sometimes the basis used by visitors in the building for evaluating the entire school. Running and boisterous behavior are considered out of order. Center square, just outside the cafeteria, is a non loitering area. Students are not permitted to block access to lockers, nor are they to congregate in groups that block hallways or doors as this hinders traffic. Students are to keep conversations appropriate for school. Inappropriate language and harassment of others will not be allowed. While at school or on school grounds, affectionate displays between couples/students will not be allowed and are not permissible. School is neither the time nor the place for the display of affection.

**DRESS CODE**

Students are expected to dress in a fashion that does not disrupt the orderly, disciplined atmosphere of the school or the classroom-learning environment. The following is a list of EXAMPLES of attire CONSIDERED INAPPROPRIATE for an educational environment; Students with medical conditions or verified religious beliefs should discuss with administration how the student can be supported.

- Hats, caps, hoods, sunglasses, stocking caps, and other headgear deemed inappropriate by school administration
- Attire which is considered too revealing or distracting such as: tube tops, halter-style tops, single strap or strapless tops, tops that show bare shoulders or cleavage, tops or shirts that are cropped or cut to expose midriff or naval. Sleeveless shirts must be hemmed.
- Outer garments must not reveal undergarments or be revealing.
- Attire promoting products illegal for use by minors (alcohol, drugs, tobacco).
- Attire which contains reference to subversion, or which promotes subversive activity.
- Shoes with cleats, bedroom slippers, rollerblades, and roller shoes. Students are required to wear shoes or sandals.
- Clothing that displays obscenity, profanity, vulgarity, gang related clothing, racial remarks, or sexual remarks.
- Bookbags/backpacks/fanny packs/purses. Students will be allowed to carry these items into school but they must be left in their locker during the school day.

Students will be asked to make corrections to their dress in order to be appropriate for an educational environment. Students

who violate this policy may be subject to disciplinary measures or sent home.

**DUAL ENROLLMENT STUDENTS**
Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students.

**DUE PROCESS**
To ensure that the students receive fair treatment consistent with the fundamental requirements of due process (regardless of race, gender, or special education) student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended for up to ten consecutive school days by an administrator for a commission of serious or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment of the normal operation of the school. The administrator shall conduct an informal investigation of the charges against the student, giving the student:

- Oral or written notice of the allegations against the student.
- The basis in fact for the charges.
- The opportunity to respond to those charges.
- The right to appeal.

*Appeal Provision*
Any student or parent who believes that the actions of a teacher or other school official were unfair or unreasonable under the circumstances or in violation of these rules or board policy may request an informal hearing before the teacher or official's supervisor. The following chain of command is to be followed:

1. From a teacher's actions -- Following an attempt to resolve the situation with the teacher, contact the principal.
2. From a principal's decision -- Contact the superintendent.
3. From the superintendent's decision -- Go to the Board of Directors of the West Burlington Independent School District.
4. From the Board decision -- To the State Board of Education.

**FOOD AND BEVERAGE**
Students are not allowed to bring outside food or drink, except for bottled water, into the school during school supervision hours. Consumption of food or any non-water drink is not allowed in lockers, hallways, or classrooms, as this is a sanitation concern. Students may bring refillable water bottles into the building. Non-clear bottles are subject to inspection.

**FREEDOM OF EXPRESSION**
Under the U.S. Constitution, all individuals have the right of freedom of expression. However, student expressions made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity, or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

**GOOD CONDUCT RULE**
The objective of the Good Conduct Rule is to establish and provide for the enforcement of specific standards for all students attending West Burlington Arnold Jr./Sr. High School and not just those who are involved in extracurricular (athletics, etc.) co curricular activities (band, vocal music, etc.) and school sponsored clubs or organizations. This does not include activities that are not sponsored by the school district. This rule shall govern any and all school sponsored activities/clubs. Even though this covers grades 7-12, students will start with a clean slate on the 4$^{th}$ Monday of May of the 8$^{th}$ grade years as that is when they become eligible for high school sports.

It is the philosophy of the West Burlington Independent School District that participation in extra-curricular and/or co-curricular activities is a privilege to be earned by not only demonstrating a particular talent or ability, but also by demonstrating lawful and reasonable conduct. It is also believed that the attitude and conduct of all students and not just those involved in school activities has an impact on the attitude and conduct of others. This policy shall be in effect the entire calendar year, both during the regular school year as well as all vacation periods.

The Administration may declare a student ineligible whose conduct is contrary to and in violation of the rules and regulations established and made known by the school administration or whose conduct is contrary to or in violation of this policy or any other board policy.

The following behaviors or actions by a student may be determined to be in violation of the Good Conduct Rule upon notification by law enforcement of the infraction, by observation of the infraction by school personnel, by student admission of the infraction, or by parental report of the infraction by their student and subsequent investigation by the Administration:

- Possessing, using, selling, or distributing any tobacco or nicotine-based product.
- Possessing, using, selling, manufacturing, distributing, or being under the influence of any alcoholic beverage.
- Possessing, using, selling, manufacturing, distributing, or being under the influence of any controlled substance, or a "look-alike" substance unless such substance was prescribed for that student by a valid prescription or order of a licensed medical practitioner while acting in the course of his or her duties.
- Possessing, using, selling, manufacturing, distributing, any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding curfew, traffic, hunting or fishing offenses) regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Inappropriate or offensive conduct such as fighting, gross insubordination, hazing, or harassment of others including school staff.
- Any social media post or other electronic communication that is disruptive to the school environment; constitutes harassment, bullying, intimidation, or threats; or brings discredit to the school, its programs, participants, staff, officials, or opponents and may result in further disciplinary action.

If a student transfers in from another Iowa school or school district and the student had not completed a period of ineligibility of a Good Conduct Rule in the previous school, the student shall be ineligible until the terms of the ineligibility imposed by the previous school are met.

*FIRST OFFENSE*
A student violating the Good Conduct Rule shall be ineligible to participate in 1/5 of the total number of dates scheduled for competition or performance for all activities that the student is engaged in at the time of the infraction. If the student is not engaged in an activity at that time, it will be enforced for the next activity in which the student is engaged. Students engaged in school clubs as well athletic or co-curricular activities will be ineligible for club activities during this same time frame. Students that do not participate in athletic or co-curricular activities but are in school clubs will be ineligible for club activities for 45 days or a minimum of one activity (whichever is a longer period of time). Students not engaged in athletics, co-curricular activities, or in school clubs will be ineligible for participation in school social functions (dances) for 45 days or a minimum of one activity (whichever is a longer period of time). To complete the restriction for this policy, an ineligible student shall attend all practices/rehearsals but may not "suit-up" or perform/participate and must be under the direct supervision of the coach or sponsor during the suspension. If these conditions are not met, the 45 day or minimum of one activity will go into effect.

*SECOND OFFENSE*
A student violating the Good Conduct Rule again within one calendar year of the first offense shall be ineligible to participate in ½ of the total number of dates scheduled for competition or performance for all activities that the student is engaged in at the time of the infraction. If the student is not engaged in an activity at that time, it will be enforced for the next activity in which the student is engaged. Students engaged in school clubs as well as athletic or co-curricular activities will be ineligible for club activities during this same time frame. Students that do not participate in athletic or co-curricular activities but are in school clubs will be ineligible for club activities for 90 days or a minimum of two activities (whichever is a longer period of time). Students not engaged in athletics, co-curricular activities, or in school clubs will be ineligible for participation in school social functions (dances) for 90 days or a minimum of two activities (whichever is a longer period of time).

*THIRD OFFENSE*
A student violating the Good Conduct Rule again within one calendar year of the second offense shall be ineligible to participate in extracurricular, co-curricular, and school club or organization activities as well as school social functions for one calendar year if any of those offenses were for drugs, alcohol, tobacco, a serious or aggravated misdemeanor or a felony. If none of the violations were for the above, the period of ineligibility will be 6 months.

*REDUCTION IN PENALTY*:

- Evaluation and treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the students or student's family expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the administration regarding recommendations for treatment or follow-up care, the student's penalty for the second offense may be reduced by one half. This reduction is not available for first or third violations.
- Admission prior to determination: If a student comes forward to a coach, administrator, or activity sponsor by 8:00 am on the next school day following the violation of the Good Conduct Rule during the school year or within 48 hours during vacation times to admit (self-report) a violation of the Good Conduct Rule, the student's penalty may be reduced by one third for a first violation, one fourth for a second violation, or three months for a third violation within the student's high school career.
- Items 1 and 2 above may not be combined.
- A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is inappropriate or offensive, may seek to reduce the penalty by entering into a behavior agreement. The agreement shall be in writing and shall include, but not limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a possible presentation before students in the elementary or junior high school regarding the inappropriateness of the student's behavior and the lesson he/she learned from the incident. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-half of the penalty for 1st or 2nd offenses or one-third of the penalty for a 3rd offense.

*VIOLATIONS OCCURRING DURING INELIGIBILITY:*
If a student is already ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: If a student who is academically ineligible is found to have been in possession of tobacco, which is a Good Conduct Rule violation will have the penalty attached when the student is again academically eligible. Example: A student violates the Good Conduct Rule and is ruled ineligible for three games. While ineligible, the student again violates the rule. The second penalty attaches when the first penalty is completed.

*APPEAL PROCESS:*
There will be two types of appeals. The first is the appeal of the determination of ineligibility. The second is the appeal to have the violation expunged (available only to students in grades 9-12).

- Appeal of Determination of the Ineligibility: Any student found to be in violation of the Good Conduct Rule may appeal to the Principal either orally or in writing within 3 days. The student will need to state why the decision shouldn't apply in the sense that the student did not violate the Good Conduct Rule, the student wasn't given due process in the determination of the violation, or the Good Conduct Rule was not applied correctly. The penalty remains on hold pending the Principal's decision which must be made within 5 days. If the student is still dissatisfied, the student may appeal to the Board of Education by filing a written appeal with the Board Secretary at least 24 hours prior to the next board meeting. The review will be in closed session unless the student's parent (or the student if age 18) requests an open session. The grounds for the appeal are limited to the ones listed above for the appeal to the Principal. If the Board of Education reverses the decision of the administration, the student will have any record of the ineligibility period and violation deleted from the student's record. If the decision is upheld, the ineligibility period begins immediately as outlined in the process.

- Appeal to Have Violation Expunged: Any student found to be in violation of the Good Conduct Rule at the 1st or 2nd offense level for an action not involving tobacco, alcohol, or drugs may appeal to the Principal within 3 days of the completion of the consequence being served for the violation to have the violation expunged. The Principal will convene a panel consisting of the Principal, 2 Teachers (chosen by the student), and the Student Council President to hear the appeal within 7 days of the request. The student may present information in regard to the circumstances involved with the violation that led to the violation, the outcome of any legal proceedings involving the violation, and any other pertinent information. The panel may deem to expunge the violation with notation that the student will remain at the current level of the Good Conduct Rule violation schedule upon another violation but that the student will have to serve 10 hours of approved community service in addition to the usual consequences for another violation of the Good Conduct Rule. The decision of the panel is final and can't be appealed to the Board of Education

*TO REGAIN ELIGIBILITY*:
For 1st and 2nd offense violations, the student must attend all practices and/or rehearsals during the ineligibility period and remain out for the activity the entire length of the activity. The student must be under direct supervision of the coach/sponsor during this period of ineligibility. The student may not "suit up" or perform or participate in any contests or games during the ineligibility period. Any school assigned community or school service must be completed in the time

frame established by the school in conjunction with the parent(s). If the student does not complete the terms of the ineligibility, it will start over at the start of the next activity the student seeks to participate in. If a student has not participated in an extracurricular activity for a calendar year from the date of the most recent good conduct violation, then that student would become eligible for participation.

**HALL PASSES**
Students must have a hall pass or be accompanied by a school staff member to be in the halls during class periods. Hall privileges can be revoked by the administration for repeated hall violations or abuse of the hall privilege.

**ILLEGAL ITEMS FOUND IN SCHOOL OR ON SCHOOL PROPERTY**

Students are prohibited from possessing, selling, distributing, concealing, or being under the influence of alcohol, drugs or look-a-like substances; possessing drug paraphernalia; and possessing or using tobacco, tobacco products or look-a-like substances. Students are prohibited from using, possessing, carrying, or manufacturing dangerous or potentially dangerous objects such as: knives, razor blades, matches, and lighters. Weapons or look-alikes are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Concealment of illegal activities can carry the same penalty as the activity. Consequences for student misconduct may range from a verbal warning to expulsion. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy will be contacted. The severity of the infraction and the students' discipline files will be used to determine the appropriate consequences, including notification of law enforcement.

**INTERROGATION BY OUTSIDE AGENCY**
As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator, or when such interrogation request is supported by a court order makes the request. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present (except in cases of child abuse).

**LOCKERS AND DESKS**
Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other space. School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of lockers, desks, or other spaces. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

**OPEN ENROLLMENT/TRANSFER STUDENTS**
Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students who leave the district and who wish to continue their educational program at the West Burlington Independent School District may do so by completing the open enrollment form and requesting continuation of program. Students interested in open enrolling out of the school district must contact the Superintendent for information, timelines, and forms.

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level or permanent records. In the case of a homeless student, the Superintendent will make the grade level determination. For

students wishing to transfer out of the district before graduation, the student's parents should notify the school administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parents would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

**PARENTAL/STUDENT CONCERNS/GRIEVANCES**

If there is a concern or problem with a school employee in relation to the performance of his/her duties, with school rules or policies, or with any aspect of the everyday operation of the school, we encourage you to talk with us. This will help to either clarify what has occurred and allow appropriate changes to be made or help you better understand what has taken place and why. Please take your concern or problem to the person that is directly involved first. If no mutual understanding can be reached, then go to that person's supervisor. EXAMPLES: If your concern is with a teacher or coach, talk with that teacher or coach first and then with the principal if necessary. If your concern is with the rules or policies, talk to the principal first, and then with the superintendent if necessary.

**PERSONAL ELECTRONIC EQUIPMENT: Cell Phones, Tablets, IPODS, & other devices**

- **JH STUDENTS** - Possession and use of personal electronic equipment in school from 8:10 am – 3:30 pm is prohibited. These devices must be powered off and not visible. Headphones are only to be used for academic purposes in classrooms at the teacher's discretion with use of the school issued Chromebook.
- **HS STUDENTS –** The use of cell phones, tablets, ipods, and other similar devices are not allowed to be used during class time. Class time includes study hall, detention, seminars, field trips, assemblies, and any other time a staff member or administrator deems necessary. Electronic devices may be used during non-academic times such as lunch, passing time, and before and after school if they are not used in a manner that disrupts the educational environment. Headphones are only to be used for academic purposes in classrooms at the teacher's discretion with use of the school issued Chromebook. Headphones may be used during lunch in the lunchroom.

Students who choose to bring electronic equipment and technology devices to school do so at their own risk. West Burlington Arnold Jr/Sr High School will not be responsible for broken, lost, or stolen items. Students who have been removed from a class, referred to the office or assigned to in-school recovery must relinquish possession of their electronic devices for the duration of their removal or suspension.

*Violations of the above policy:*

1st offense in a year**:** Device confiscated and turned in to the office to be returned to the student at the end of the school day.
2nd offense in a year**:** Device confiscated and turned in to the office to be returned to parent or the student with parental permission at the end of the school day.
3rd offense in a year**:** Device confiscated and turned in to the office to be returned to parent at the end of the school day.
Subsequent Violations: Will result in a demerit and the device being confiscated and returned to the parent at the end of the school day.

*CAMERA PHONES AND CAMERAS:*

Use of any electronic equipment to make images of others is prohibited, especially in rest rooms or locker rooms. Use may result in suspension and referral to police.

Any digital image or cyber information including but not limited to; photographs, gifs, digital images, text-messages, emails, Facebook, or other electronic post, that school administration becomes aware of and that causes a substantial disruption to the school or classroom environment may cause the person in possession or portrayed in the digital image or author of information to be subject to detention, demerit, or suspension. In deciding the appropriate consequence for the school disruption, the administration will take into account what is being portrayed within the image and cyber information. As digital images and cyber information may vary according to content, each case will be dealt with on a case-by-case basis.

**POSTING OF INFORMATION**

Students who wish to post or distribute information must receive permission from the principal prior to the posting or distribution. This applies whether the information deals with school sponsored or non-school sponsored activities. The Principal's signature must be put on anything posted in the school.

**PUBLICATIONS**

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

- Students shall not publish or distribute materials that are obscene, libelous, slanderous, or infringe on the rights of others.
- Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student- staff members shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

**STUDENT SEARCHES**

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Considering factors such as the following may form reasonable suspicion:

1. Eyewitness observations by employees.
2. Information received from reliable sources.
3. Suspicious behavior by the student.
4. The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be based on factors such as the following:

- The age of the student;
- The sex of the student;
- The nature of the infraction; and
- The urgency of the situation.

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

**THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- background of the student, including any history of violence or prior threatening behavior.
- student's access to weapons of any kind.
- the circumstances surrounding the threat; age of the student, the mental and emotional maturity of the student, cooperation of the student and their parent(s) or guardian(s) in the investigation.
- existence of the student's juvenile or criminal history.

- the degree of legitimate alarm of concern in the school community created by the threat, and any other relevant information from any credible source.

## STUDENT ACTIVITIES

**ACTIVITY BUS**
The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus unless prior arrangements have been made with the principal, teacher, sponsor or coach. Students will not be allowed to ride to and from a school-sponsored activity with anyone except parents unless written verification from parents is received. Students will be released to adults only. Students will not be allowed to drive themselves when they are participating in an activity.

**ACTIVITY ELIGIBILITY**
Students may participate in interscholastic athletics, music, extracurricular drama or speech, and other contests or events

approved by the administration subject to the conditions listed below:

- No student shall participate in athletic/cheerleading practices or events without filing a physical form and an insurance note with the school office. No student is allowed to participate in practices without all required school forms and documents completed and submitted to Bound.
- Any student whose conduct and/or habits while at school, on school grounds, at school sponsored activities or riding in school transportation are such as to make him/her unworthy to represent the ideals, principles, and standards of the school shall be declared ineligible. Any student shall also be declared ineligible if conduct away from the school setting results in the school being officially notified by a law enforcement agency. It shall be the duty of the superintendent or the delegated principal to exclude the student from participating in any of the extracurricular activities until reinstated by the school administration for inappropriate conduct or habits away from the school setting.
- Academic eligibility for participation in extracurricular activities at West Burlington Arnold Junior/Senior High School is based on the following language for the No Pass/No Play Rule of Iowa Code 36.15 (2) Scholarship Rules: ○ All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
    - ○ All contestants must be under 20 years of age.
    - ○ All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a subject must meet the requirement of 281- Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. This provision only applies to students enrolled in PSEO courses.

- **JH STUDENTS -** Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward requirements at the end of each grading period. The Junior High "grading period" shall mean the end of each academic term. Any student receiving **two or more Limited Proficiency scores or any No Evidence scores in one or more classes will become** ineligible to dress for and compete in the next occurring interscholastic athletic contest they are involved in for 15 calendar days from the first playing date.

- **HS STUDENTS -** Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of the sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

Subject to the provision below regarding contestants in interscholastic sports or Fine Arts (IHSSA & IHSMA), if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic or Fine Arts (IHSSA & IHSMA) contests and competitions for 20 consecutive calendar days.

- A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of twelve (12) consecutive terms, or 4 consecutive years upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of a student and interscholastic athletics will be benefited.
- A student is academically eligible upon entering the ninth grade.
- No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
- A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent term.
- The superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

*To Regain Eligibility:*

The student must attend all practices and/or rehearsals during the ineligibility period and remain out for the activity the entire length of the activity. The student must be under direct supervision of the coach/sponsor during this period of ineligibility. The

student may not “suit up” or perform or participate in any contests or games during the ineligibility period. If the student does not complete the terms of the ineligibility, it will start over at the start of the next activity the student seeks to participate in.

**ACTIVITY TICKETS**
Students may purchase an activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford an activity ticket should contact the Superintendent.

**FAMILY NIGHT**
Wednesday night is designated as family night. No school functions, practices, or games will be scheduled after 6:00 p.m. on this night without school board approval. The only exception would be if an agency or group outside of the school schedules tournaments or meetings on this night.

**FUNDS AND FUNDRAISING**
Students may raise funds for school activities upon approval of the Principal and Superintendent. Funds raised remain in the control of the school district and board. Such organizations must have the approval of the Principal and Superintendent prior to spending the money raised. Students may not solicit funds from teachers, employees, or other students during the school day. Violations of this rule may result in future fund raising activities being denied.

**OPEN GYM DURING NON-SCHOOL HOURS**
The West Burlington Arnold Jr./Sr. High School gyms may be open during non-school hours only when supervised by a school employee. Permission will be granted by the Athletic Director and approval posted. Open gyms are open only to students who attend West Burlington Arnold Jr./Sr. High School and for activities approved by the supervisor.

**SPORTSMANSHIP**
According to Iowa Code § 716.7: Individuals disrupting school district activities will be asked to stop the disruption and may be asked to leave the school district grounds, temporarily or permanently. Violations should be reported to the principal or designated authority.

**USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS**
School district facilities are available during non-school hours to school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the Principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

## STUDENTS HEALTH AND SAFETY

**ABUSE AND HARASSMENT**
Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon

or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment. Verbal abuse includes, but is not limited to, unwelcome written or spoken comments that are considered inappropriate, threatening or harassing in nature.

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to follow due process and designate an independent investigator to look into the allegations. The school district has designated the Superintendent at 319-752-8747 #3 as its Level I investigator.

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. This covers student-by-student and employee by student violations. Students whose behavior is found to be in violation of this policy after an investigation will be subject to discipline, up to and including, suspension and expulsion. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - Tell a teacher, counselor or principal; and
  -Write down exactly what happened, keep a copy, give another copy to the teacher, counselor or principal including;
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser or bully did;
    - Witnesses to the harassment or bullying;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis or age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with the student's academic performance, or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications, or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, cyber, or written harassment or abuse.

- Repeated remarks of a demeaning nature.
- Implied or explicit threats concerning one's person, grades, job, etc, or
- Demeaning jokes, stories or activities.

The West Burlington Independent School District has established the following harassment plan to investigate such allegations:

HARASSMENT PLAN

- 1st Offense
  - Referral to school administration
  - Conference with school administration, counselor, or police officer. Appropriate warning or consequences may result.
- 2nd and Subsequent Offenses
  - School consequences assigned by school administration depending on severity of harassment, from assigning demerits, suspension, expulsion, or notification of law enforcement.

**ASBESTOS NOTIFICATION**

The West Burlington Arnold Junior/Senior High School building does contain some asbestos. This possible carcinogen is found in small amounts in some low traffic areas of the school. Inspection and treatment according to EPA regulations has been done. An asbestos management plan has been developed for the school district facilities. A copy of the management plan is available for inspection in the office.

**COMMUNICABLE AND INFECTIOUS DISEASES**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk or harm to themselves and do not create a substantial risk of illness or transmission to other students or employees. The school nurse will determine the level of risk. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles chicken pox and whooping cough.

**COMMUNITY HEALTH CENTERS PARTNERSHIP**

Community Health Centers is committed to providing efficient mental health services to West Burlington students and families. These services include risk assessment, mental health counseling and psychiatric services. For more information contact the school counselor.

**CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate and search for Timeout, Seclusion, and Restraint.

**EMERGENCY DRILLS**

Periodically the school holds emergency fire, tornado, and intruder/bomb/other safety drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, will be reported to law enforcement officials.

**HEALTH AND ACCIDENT INSURANCE**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity.

## HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, and height and weight measurements. Students are automatically screened unless the parent submits a note asking that the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

## HEALTH SERVICES

### DISTRICT/SCHOOL NURSE

Health services are available to the students by the district nurse. Parents should communicate any special health conditions or concerns with the school nurse. Special forms/emergency action plans are required to be renewed each year (or when any changes to medical conditions occur during the school year) for certain conditions such as but not limited to asthma, diabetes, seizure disorders, food allergies, etc.

### ILLNESS OR INJURY

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. If the student is too ill to remain in school, the nurse or designee will contact the parent/guardian. Students will be released to the student's parents or, with parental permission, to another person directed by the parents. Unless the school nurse or health associate recommends the student go home, the absence may be considered unexcused. Students should not call or text parents in regards to illness without staff permission. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the parents where the student has been transported for treatment.

### ILLNESS PROTOCOL

As per the Iowa Department of Public Health School Exclusion list:

- Keep your child home when your student has a temperature of 100.4 or above, has vomiting, diarrhea, unknown skin rash, persistent cough or shows signs of other serious illness.
- Your child should stay home until they have been fever free for 24 hours without the use of any fever-reducers. Students should be able to keep food and drink down for 24 hours before they return to school.
- You may be required to provide Dr. note if required for certain illnesses.
- Covid illnesses will need to be reported to the school nurse and current IDPH guidance on the amount of days that student must be absent will be followed.

### IMMUNIZATIONS/SCREENINGS

Prior to starting school, or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization certificate signed by a health care provider stating that the student has received all immunizations required by Iowa law.

Students without the proper certificate are not allowed to attend school until they receive the required immunizations, unless receiving an exemption for specific medical or religious purposes. Students seeking exemptions from the immunization requirements must file the correct paperwork with the school nurse..

The state also require dental screening for 9th graders

### MEDICATIONS

*Legal Note: In accordance with the Iowa Board of Nursing 655 ICA 6.2 and Declaratory Ruling No. 81, The Registered Nurse has the responsibility to refuse to administer any medication when unable to determine the appropriateness; the condition for which the medication is being used; safety; possible side effects; toxic effects, or interactions; appropriated dose based on age, weight, and body surface; and treatment of overdose. References: Iowa code 279.8, 279.9,279.9A, 280.16, 280.23, 281-12.3.

The Board of Education discourages the carrying or taking of medications during the school hours. Most students taking medication can be adequately treated by taking medication before and after school and should do so if possible.

However, the district recognizes that some students' health and educational needs require that they take medication during the school day. All medication policies must be followed to send and take any type of medication to/at school. Below find the guidelines for various types of medications.

***Prescription Medications***

Procedures regarding prescription medication taken during the school day on school premises are as follows.

- If a student needs medication for a short period of time, it should be regulated at home by the parents so that it need not be taken during school hours. The parent may come to school with the medication and administer it or complete a written permission form in the medication must be given at school. Medication given less than four (4) times a day should be given at home.
- When a medication (Prescription or Non-Prescription) is brought to school by a parent or guardian Iowa law requires the following:
    - Medication must be identified, having the students name on their bottle, Doctors name, dosage, and be in the most recent original prescription bottle. You may request an additional prescription bottle from the pharmacy.
        - No medication will be accepted in envelopes, baggies or any other container that is not the original container the medication comes in.
    - The school must have current written permission from the parent and physician to give prescription medication during school hours. These forms are available online or at the high school office.
    - The parent/guardian is responsible for notifying the school nurse or designee when there is any medication or dosage changes.
    - All prescription medication must be brought in by a parent and not sent to school with the student unless otherwise arranged with the school nurse prior. Paperwork may be required.
    - Non-Prescription medication must be administered that is consistent with the medication label.

- All medication will be kept in the nurse's office with the exception of specific, identified medications such as inhalers or epi-pens after additional required paperwork from physician and parent have been completed. Please contact the nurse directly to discuss the additional paperwork required.

- Medication is required to be administered only by trained school employees who have taken the approved medication administration course. The medication is not to be taken unless the authorized person administers and observes the student taking the medication. This is intended to provide a system that assures maximum accuracy and safety.

    - Over the counter medications such as Tylenol (acetaminophen), Advil (ibuprofen) and tums are available to students on an emergency basis. A certain amount of medication per semester may be given and after a certain amount of medication students may be required to bring in their own supply of OTC medication that must be kept in the nurse's office. A written doctor note may be also required if OTC medication is being used too frequently.

- All medication must be picked up by a parent or guardian at the end of the school year or if medication is changed or no longer needed. Medication is not kept over the summer.

- Students found to be in possession of medication may have disciplinary action. The West Burlington Independent School District will not assume liability or responsibility for any consequences resulting from the possession and/or use of such medication.

***Nonprescription Medications***

- Use of non-prescription medication follows the **SAME** procedures as those for prescription medication found above.

***Emergency Anaphylaxis Medications***

Iowa law requires school districts to allow students with asthma or other airway constricting conditions (anaphylaxis) to carry and self-administer their medications as long as the prescriber and parent have provided written permission as cited above.

In order to self-administer medication for asthma or any airway constriction disease they must have: ● Parents or guardians provide signed and dated authorization forms for the student to self administer. ● A physician, a physician assistant, or an Advanced Registered Nurse Practitioner must provide written authorization containing the purpose of medication, prescribed dosage, times, or manufacturer's labeled container that contains the students name, name of medication, directions for use and date.

Students determined to be abusing their self-administration may have permission of use withdrawn, if medically advisable, receive disciplinary action, or both.

***Alternative Medications***

Alternative medication such as remedies, enzymes, herbs, vitamins, dietary supplements, homeopathic medications, essential oils, ect, or medications from other countries will not be administered or allowed in school under any circumstances.

**HOMELESS**

Any school age youth, who lacks a fixed, regular, and adequate nighttime residence, is considered homeless. Such identified youth need to be reported to the Homeless Liaison Officer for the school district at 319-752-8747 #1.

**PHYSICAL EXAMINATIONS**

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor (or chiropractor) stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport. Physical examinations are good for one calendar year only.

**SCHOOL COUNSELING PROGRAM**

Students are encouraged to take advantage of these counseling services as needed.

- Understanding of Self--The student who understands why he or she feels and behaves in certain ways (personal emotions and actions) becomes a happier and more effective individual due to an increasing ability to adjust to the world in which he or she lives. Individual counseling can provide greater understanding of self and aid in the development of personal coping skills.
- Personal/Social Development--Learning how to relate better with friends, teachers, parents, and people in general can also contribute to a happier and more effective life. Counseling can assist students in gaining a fuller understanding of themselves in relation to others and in developing interpersonal relationship skills.
- Future Life Plans--High school years are a preparation period for either further education or employment. As such, they are very important years during which students need to give serious thought to educational and career opportunities that they will need to plan for and work toward. Counseling services provide individualized assistance in career exploration and educational planning. Much of the career exploration is integrated into the school curriculum.

Students are encouraged to set an appointment with the counselor to take advantage of the above services whenever they feel a need exists. Parents and staff are encouraged to direct students to the counselor for individualized attention whenever in their judgment a student can benefit from counseling. Parents and staff are also encouraged to use the counselor's expertise on a consultant basis to obtain advice on how to best meet the needs of their child or their student.

## STUDENT RECORDS

### EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to school administration (or appropriate school officials) a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school administration clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent and eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.)
- The right to inform the school district that the parent does not want directory information as defined below to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing to the school administration by September 10th, or within 15 days of enrollment (should enrollment occur after that date). It is desirable to renew this objection at the beginning of each school year.

**NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.**

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office

  U.S. Department of Education
  400 Maryland Ave. SW
  Washington, D.C. 20202-4605

## MISCELLANEOUS

### GREAT PRAIRIE AEA

Great Prairie AEA staff will be available to partner with West Burlington Independent School District staff to provide the best education possible for your child. The Great Prairie AEA staff includes (but is not limited to): audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher or administrator may contact AEA staff for consultation or interaction with your child. If you do not want any of the above services, please notify the school in writing.

### INCLEMENT WEATHER

When the school day is canceled or changed because of inclement weather students and parents are notified over the local television channels, the Alert Now system, as well as KBUR 1490 AM, KGRS 107.3 FM, KDMG 103.1 FM, KKMI 93.5 FM, KCPS 11.50 AM, KBKB 13.60 AM, KBKB 107.7 FM radio stations, www.kbur.com/cancel.html, on our school web site www.wbisd.com, and through Infinite Campus messaging service. The missed day may have to be made up at a later time.

### INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the Superintendent. Anyone wishing to view instructional materials or express concerns about instructional materials may contact the school administration.

### INTERNET/NETWORK ACCESS PERMISSION LETTER TO PARENTS

Your child has access to the Internet, as well as the district's internal network system. The Internet is a computer information system interconnected with thousands of computer networks. The vast domain of information contained within the Internet's libraries can provide unlimited opportunities to students.

The use of the district's network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks:

- Students will not reveal their own personal (home) address or phone number or those of students or colleagues or any other personal information.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Students will not use on-line or network access in such a way that you would disrupt other users.
- Students will respect the intellectual property of others by crediting sources and respecting all copyright laws. Users are responsible for following copyright laws.
- Students may not subscribe to services or make purchases through online or network connections without the explicit written permission of their parents (or guardians) and their teacher.
- Students will not access other student or staff files.
- Personal passwords shall not be shared.
- Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access/create material that is harmful to minors, obscene, or child pornography.
- Students will not visit chat rooms or any other unauthorized sites, or visit inappropriate sites that have visual obscenity, pornography, child pornography, or are harmful to minors.

This system is for the use of authorized users only. Individuals using The West Burlington Independent School District computer network system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

**INTERNET SAFETY POLICY**

This policy places the Independent School District of West Burlington in compliance with the Federal Children's Internet Protection Act. It is the policy of the Independent School District of West Burlington to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
- Comply with the Children's Internet Protection Act Pub. L. No. 106-554 and USC 254(h).

**NETWORK USE AND ADMINISTRATION**

Students, who have a signed Acceptable Use Policy on file, will be issued an account with a username, a password, and a student folder on the school server for secure storage of student computer files. The following rules apply to the use of the school network system:

- Accounts will be monitored randomly on a regular basis.
- Student files will be password protected to assure protection of student work; however, the network is the sole property of the school and school personnel may monitor all files and activity.
- Users should be aware that the school cannot absolutely guarantee the confidentiality of a user’s files or communications. Extremely sensitive material should not be on the network system.
- The school is not responsible for the loss of data due to network system failure either of hardware or software.
- Any known abuse of the network system should be reported to school personnel.
- All files on the network system may be viewed, executed, deleted, copied, restricted or compressed by school personnel.
- The school has the right to grant or deny access to network system computer resources depending on network system requirements, memory space needed, school policy, and history of past activities by the user.

**VISITORS/GUESTS/RECRUITERS/EMPLOYERS**

Visitors to the school must check in at the school office and be given a badge to wear. Students are not allowed to bring guests from outside of our school during the regular school day. Possible exceptions to this policy must be arranged ahead of time with school administration, and will be granted only for special circumstances. Visitors or guests are expected to conduct themselves in an orderly, disciplined, and respectful manner. Name calling, profanity, obscene gestures, or racial slurs will not be tolerated. Recruiters and/or employers must check in at the office and will be given limited access in a predetermined area. Guests seen without a badge should be reported to the office immediately.